



JOB ANNOUNCEMENT

Position: ***Economic Empowerment Program Assistant***

Status: Non-Exempt Full-time

Reports to: Economic Empowerment Coordinator

The Korean American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting women, children, and families in the New York tri-state area to recognize and eliminate relationship violence and abuse. Our counseling, education, advocacy and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect, compassion and dignity. Each year, over 2,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

Our Economic Empowerment program from KAFSC provides job-readiness skills to improve self-confidence, basic skills, and economic self-sufficiency for clients who are survivors of domestic violence and the low-income population in the NYC area. In response to the mission, KAFSC is seeking a dynamic and experienced full time economic empowerment program assistant who will work to enhance the direct services as well as work compatible as an English instructor. The position requires following responsibilities and capabilities:

KEY RESPONSIBILITIES

- Strongly adhere to confidentiality
- Greet and assist visitors, answer inbound calls and transfer calls to appropriate or take messages
- Provide administrative support to the Economic Empowerment Coordinator with filing, receive and response to correspondence, and response to information requests
- Take intake notes and check in notes of the Economic Empowerment program participants
- Observe the Economic Empowerment Programs and write observation note
- Schedule 1:1 check-in meeting on a regular basis, and write check-in notes
- Organize program reports and data, and report on timely manner
- Attend meetings with partnered organizations and report
- Monitor and evaluate programs regularly to enhance quality and effectiveness of its service
- Research job training programs and/or workshops, and workforce development
- Provide 1:1 job consultation and guide individual's skill development at least 5 clients on a weekly basis.
- Report to the Economic Empowerment Coordinator, or to the Deputy Director if in urgent need
- Perform English class instructor duties when needed
- Perform administrative duties requested by the Executive Director/ Deputy Director when needed

QUALIFICATIONS

- Commitment to and alignment with KAFSC' mission, vision, program goals
- Minimum Associate degree or higher degree required
- Fluent speaking and writing in Korean and English strongly preferred
- Strong communication skills
- At least 1 years of experience prefer in administrative work, and social service field
- Organize administrative works
- Culturally sensitive with capacity to work with Korean/Asian and immigrant community



- Strong record working with adults, especially women (40 years old and up)
- Computer competency in Microsoft Office and internet research

Compensation and Benefits

- Salary: \$40,000 - \$45,000/year
- KAFSC covers 95% of health insurance and 100% of dental/vision monthly premiums
- 401K with company matching
- Generous 25 days of paid time off in addition to paid holidays and birthday off
- Pre-tax TransitChek

HOW TO APPLY

Send a resume and cover letter to hr@kafsc.org.

No phone calls please. KAFSC is an Equal Opportunity Employer.

For more information about the agency and jobs, visit our website at www.kafsc.org/careers.